

# Minnesota State Register

Published every Monday (Tuesday when Monday is a holiday)



**Proposed, Adopted, Emergency, Expedited, Withdrawn, Vetoed Rules;  
Executive Orders; Appointments; Commissioners' Orders; Revenue Notices;  
Official Notices; State Grants & Loans; State Contracts;  
Non-State Public Bids, Contracts and Grants**

**Monday 9 April 2018  
Volume 42, Number 41  
Pages 1179 - 1196**

# Minnesota State Register

## Judicial Notice Shall Be Taken of Material Published in the *Minnesota State Register*

The *Minnesota State Register* is the official publication of the State of Minnesota's Executive Branch of government, published weekly to fulfill the legislative mandate set forth in *Minnesota Statutes*, Chapter 14, and *Minnesota Rules*, Chapter 1400. It contains:

- Proposed Rules
- Adopted Rules
- Exempt Rules
- Expedited Rules
- Withdrawn Rules
- Executive Orders of the Governor
- Appointments
- Proclamations
- Vetoed Rules
- Commissioners' Orders
- Revenue Notices
- Official Notices
- State Grants and Loans
- Contracts for Professional, Technical and Consulting Services
- Non-State Public Bids, Contracts and Grants

### Printing Schedule and Submission Deadlines

Vol. 42 Issue Number	PUBLISH DATE ( <b>BOLDFACE</b> shows altered publish date)	Deadline for: all Short Rules, Executive and Commissioner's Orders, Revenue and Official Notices, State Grants, Professional-Technical- Consulting Contracts, Non-State Bids and Public Contracts	Deadline for LONG, Complicated Rules (contact the editor to negotiate a deadline)
# 42	Monday 16 April	Noon Tuesday 10 April	Noon Thursday 5 April
# 43	Monday 23 April	Noon Tuesday 17 April	Noon Thursday 12 April
# 44	Monday 30 April	Noon Tuesday 24 April	Noon Thursday 19 April
# 45	Monday 7 May	Noon Tuesday 1 May	Noon Thursday 26 April

**PUBLISHING NOTICES:** We need to receive your submission **ELECTRONICALLY in Microsoft WORD format**. Submit ONE COPY of your notice via e-mail to: sean.plemmons@state.mn.us. State agency submissions must include a "State Register Printing Order" form, and, with contracts, a "Contract Certification" form. Non-State Agencies should submit **ELECTRONICALLY in Microsoft WORD**, with a letter on your letterhead stationery requesting publication and date to be published. Costs are \$16 per tenth of a page (columns are seven inches wide). One typewritten, double-spaced page = 4/10s of a page in the State Register, or \$64. About 1.5 pages typed, double-spaced, on 8-1/2"x11" paper = one typeset page in the *State Register*. Contact editor with questions (651) 201-3204, or **e-mail**: sean.plemmons@state.mn.us.

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USPS Publication Number: 326-630 (ISSN: 0146-7751)

THE MINNESOTA STATE REGISTER IS PUBLISHED by Facilities Management Division, Department of Administration, State of Minnesota, pursuant to Minnesota Statutes § 14.46 and is available on-line at: <http://www.mn.gov/admin/bookstore>

### Minnesota Legislative Information

#### Senate Public Information Office

(651) 296-0504  
State Capitol, Room 231, St. Paul, MN 55155  
<http://www.senate.mn>

#### Minnesota State Court System

Court Information Office (651) 296-6043  
MN Judicial Center, Rm. 135,  
25 Rev. Dr. Martin Luther King Jr Blvd., St. Paul, MN 55155  
<http://www.mncourts.gov>

#### House Public Information Services

(651) 296-2146  
State Office Building, Room 175  
100 Rev. Dr. Martin Luther King Jr Blvd., St. Paul, MN 55155  
<https://www.house.leg.state.mn.us/hinfo/hinfo.asp>

#### Federal Register

Office of the Federal Register (202) 512-1530; or (888) 293-6498  
U.S. Government Printing Office – Fax: (202) 512-1262  
[http://www.access.gpo.gov/su\\_docs/aces/aces140.html](http://www.access.gpo.gov/su_docs/aces/aces140.html)

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# Minnesota Rules: Amendments and Additions

## NOTICE: How to Follow State Agency Rulemaking in the State Register

The State Register is the official source, and only complete listing, for all state agency rulemaking in its various stages. State agencies are required to publish notice of their rulemaking action in the State Register. Published every Monday, the State Register makes it easy to follow and participate in the important rulemaking process. Approximately 80 state agencies have the authority to issue rules. Each agency is assigned specific Minnesota Rule chapter numbers. Every odd-numbered year the Minnesota Rules are published. Supplements are published to update this set of rules. Generally speaking, proposed and adopted exempt rules do not appear in this set because of their short-term nature, but are published in the State Register.

An agency must first solicit Comments on Planned Rules or Comments on Planned Rule Amendments from the public on the subject matter of a possible rulemaking proposal under active consideration within the agency (Minnesota Statutes §§ 14.101). It does this by publishing a notice in the State Register at least 60 days before publication of a notice to adopt or a notice of hearing, or within 60 days of the effective date of any new statutory grant of required rulemaking.

When rules are first drafted, state agencies publish them as Proposed Rules, along with a notice of hearing, or a notice of intent to adopt rules without a hearing in the case of noncontroversial rules. This notice asks for comment on the rules as proposed. Proposed emergency rules, and withdrawn proposed rules, are also published in the State Register. After proposed rules have gone through the comment period, and have been rewritten into their final form, they again appear in the State Register as Adopted Rules. These final adopted rules are not printed in their entirety, but only the changes made since their publication as Proposed Rules. To see the full rule, as adopted and in effect, a person simply needs two issues of the State Register, the issue the rule appeared in as proposed, and later as adopted.

The State Register features partial and cumulative listings of rules in this section on the following schedule: issues #1-13 inclusive; issues #14-25 inclusive (issue #26 cumulative for issues #1-26); issues #27-38 inclusive (issue #39, cumulative for issues #1-39); issues #40-52 inclusive, with final index (#1-52, or 53 in some years). An annual subject matter index for rules was separately printed usually in August, but starting with Volume 19 now appears in the final issue of each volume. For copies or subscriptions to the State Register, contact Minnesota's Bookstore, 660 Olive Street (one block east of I-35E and one block north of University Ave), St. Paul, MN 55155, phone: (612) 297-3000, or toll-free 1-800-657-3757. TTY relay service phone number: (800) 627-3529.

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# Adopted Rules

A rule becomes effective after the requirements of *Minnesota Statutes* §§ 14.05-14.28 have been met and five working days after the rule is published in the *State Register*, unless a later date is required by statutes or specified in the rule. If an adopted rule is identical to its proposed form as previously published, a notice of adoption and a citation to its previous *State Register* publication will be printed. If an adopted rule differs from its proposed form, language which has been deleted will be printed with strikeouts and new language will be underlined. The rule's previous *State Register* publication will be cited.

**KEY: Proposed Rules** - Underlining indicates additions to existing rule language. ~~Strikeouts~~ indicate deletions from existing rule language. If a proposed rule is totally new, it is designated "all new material." **Adopted Rules** - Underlining indicates additions to proposed rule language. ~~Strikeout~~ indicates deletions from proposed rule language.

## Minnesota Board of Physical Therapy Adopted Permanent Rules Relating to Physical Therapy Practice Licensure

The rules proposed and published at State Register, Volume 42, Number 26, pages 705-712, December 26, 2017 (42 SR 705), are adopted as proposed.

# Official Notices

Pursuant to *Minnesota Statutes* §§ 14.101, an agency must first solicit comments from the public on the subject matter of a possible rulemaking proposal under active consideration within the agency by publishing a notice in the *State Register* at least 60 days before publication of a notice to adopt or a notice of hearing, and within 60 days of the effective date of any new statutory grant of required rulemaking.

The *State Register* also publishes other official notices of state agencies and non-state agencies, including notices of meetings and matters of public interest.

## Minnesota Pollution Control Agency (MPCA) Municipal Division

### Public Notice for the National Pollutant Discharge Elimination System/State Disposal System General Permit for Stormwater Associated with Construction Activity

**NOTICE IS HEREBY GIVEN** that the Minnesota Pollution Control Agency (MPCA) intends to reissue the National Pollutant Discharge Elimination System/State Disposal System (NPDES/SDS) Construction Stormwater (CSW) General Permit No. MNR100001, under the provisions of *Minnesota Rules* Chapter 7001.0210 for persons conducting construction activity and for discharges of stormwater affected from construction activity, to the waters of the state of Minnesota (State). Comments on the proposed permit are requested from affected or interested parties. Comments should be submitted in writing in accordance with the provisions of this notice. This notice and permit are issued under the following authorities: Section 402, Clean Water Act, as amended, *Minnesota Statutes* Chapters 115 and 116, as amended, and *Minnesota Rules* Chapters 7001 and 7090. The preliminary determination of the Commissioner is to reissue the NPDES/SDS General Permit No. MNR100001, with modifications.

#### Background

The CSW permit was last reissued for the period August 1, 2013 to August 1, 2018. The MPCA intends to finalize the permit before the existing general permit expires on August 1, 2018, but will not make the permit effective until August 1, 2018. Like the previous permit, this permit will require permittees to develop and implement a Stormwater Pollution Prevention Plan (SWPPP) prior to submitting the application for construction activity to address the potential for discharge of sediment and/or other potential pollutants. This general permit will provide coverage for all construction activity including clearing, grading and excavation, which disturb land of equal to or greater than one acre including

# Official Notices

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projects that are part of a common plan of development that will disturb one or more acres. The duration of this permit is five years.

## Subject of Permit Revisions

The MPCA has modified the existing NPDES/SDS General Permit No. MNR100001 in a number of ways. The format of the draft permit was changed to meet the new agency standards for such documents. The draft permit also includes numerous updates, permit language reorganization, clarifications and minor language changes to make the permit more concise, cut duplicative or unneeded language and to improve permit readability. The draft permit was also modified to meet new state requirements promulgated on November 21, 2016. for antidegradation. A fact sheet has been prepared according to 40 CFR § 124.8 and 124.56 and Minn R. 7001.0100, subp. 3. Attachment A of the fact sheet contains a summary of all permit revisions.

The draft permit and fact sheet are available for review at the MPCA office located at 520 Lafayette Road North, St. Paul, Minnesota 55155, during regular business hours of 8:00 a.m. to 4:30 p.m., Monday through Friday, and at the MPCA Regional Offices. Location information for the regional offices is available on the MPCA website at: [www.pca.state.mn.us/about/regions/index.html](http://www.pca.state.mn.us/about/regions/index.html). Additional information may be obtained at these offices.

You may also view a copy of the draft permit and fact sheet at the MPCA Construction Stormwater website at: <https://www.pca.state.mn.us/water/construction-stormwater>

A free copy of the draft permit and fact sheet is also available upon request by calling 651- 296-3890 or 1-800-657-3864, or for users of Telecommunications Device for the Deaf call 651-297-5353. Only one copy will be sent per request.

## Public Participation

There are four formal procedures for public participation in the MPCA's consideration of the permit reissuance:

- (1) Interested persons are invited to submit written comments on this draft permit. Any comments received before 4:30 p.m. on the last day of the comment period (see above) will be considered before the draft permit is finalized. Comments on the draft permit should include the following information, pursuant to *Minnesota Rules* 7001.0110:
  1. A statement of your interest in the draft permit;
  2. A statement of the action you wish the MPCA to take, including specific references to sections in the draft permit that you believe should be changed; and
  3. The reasons supporting your position, stated with sufficient specificity as to allow the Commissioner to investigate the merits of your position.

**The public comment period begins: April 10, 2018**

**The public comment period ends: May 9, 2018**

- (2) In accordance with Minn. R. 7000.0650 and Minn. R. 7001.0110, you may submit a petition for a public informational meeting; however, due to the number of comments expected, the MPCA has scheduled a public meeting during the public comment period. The MPCA will deliver a short presentation on the proposed changes and answer questions. The meeting will be conducted in a webinar format. Questions may be submitted during the webinar however, the MPCA encourages the public to submit questions prior to the public meeting to ensure enough time to cover all issues raised.

**Public informational meeting: April 17, 2018 1:30 - 3:30**

For more information and to submit questions:

[https://stormwater.pca.state.mn.us/index.php?title=2018\\_Construction\\_Stormwater\\_Permit\\_-\\_Public\\_Notice\\_and\\_Public\\_Informational\\_Meeting](https://stormwater.pca.state.mn.us/index.php?title=2018_Construction_Stormwater_Permit_-_Public_Notice_and_Public_Informational_Meeting)

(3) Any person may submit a petition for a contested case hearing before the end of the public comment period. A contested case hearing is a formal evidentiary hearing before an administrative law judge. In accordance with *Minnesota Rules* 7000.1900, the MPCA will grant a petition to hold a contested case hearing if it finds that:

1. There is a material issue of fact in dispute concerning the draft permit;
2. The MPCA has the jurisdiction to make a determination on the disputed material issue of fact and
3. There is a reasonable basis underlying the disputed material issue of fact or facts such that the holding of the contested case hearing would allow the introduction of information that would aid the MPCA in resolving the disputed facts in making a final decision on the draft permit. A material issue of fact means a fact question, as distinguished from a policy question, whose resolution could have a direct bearing on a final MPCA decision.

A petition for a contested case hearing must include the following information:

- a. a statement of reasons or proposed findings supporting the MPCA decision to hold a contested case hearing according to the criteria in *Minnesota Rules* 7000.1900, as discussed above; and
  - b. a statement of the issues proposed to be addressed by a contested case hearing and the specific relief requested or resolution of the matter.
  - c. a proposed list of prospective witnesses to be called, including experts, with a brief description of proposed testimony or summary of evidence to be presented at a contested case hearing.
  - d. a proposed list of publications, references, or studies to be introduced and relied upon at a contested case hearing.
  - e. an estimate of time required for you to present the matter at a contested case hearing.
- (4) In the absence of any requests for additional public information meetings or a contested case hearing, the final decision to issue the permit will be made by the MPCA Commissioner. Any person may request that the MPCA Citizens' Board considers this permit prior to final permit action; in accordance with *Minnesota Statutes* 116.02, subd. 6 and *Minnesota Rules* 7000.0650.

Comments on the draft permit must be received **in writing** during the public comment period identified above. Comments, petitions, and/or requests should be mailed or e-mailed to:

Todd M. Smith  
Minnesota Pollution Control Agency  
Municipal Division  
Stormwater Policy and Technical Assistance Unit  
520 Lafayette Road North  
St. Paul, Minnesota 55155-4194  
**Phone:** 651-757-2732 or 1-800-657-3864  
**E-mail:** [todd.smith@state.mn.us](mailto:todd.smith@state.mn.us)

All written comments, requests, and petitions received during the public comment period will be considered in the final decisions regarding the permit. The MPCA may revise the draft permit to reflect any comments received during the public comment period.

# State Grants & Loans

In addition to requests by state agencies for technical/professional services (published in the State Contracts Section), the *State Register* also publishes notices about grants and loans available through any agency or branch of state government. Although some grant and loan programs specifically require printing in a statewide publication such as the State Register, there is no requirement for publication in the *State Register* itself. Agencies are encouraged to publish grant and loan notices, and to provide financial estimates as well as sufficient time for interested parties to respond.

SEE ALSO: Office of Grants Management (OGM) at: <http://www.grants.state.mn.us/public/>

## Minnesota Board on Aging

### Notice of Request for Proposals to Provide Services, Education, and/or Resources for Persons with Dementia and their Caregivers

**NOTICE IS HEREBY GIVEN** that the Minnesota Board on Aging is requesting proposals to increase awareness of Alzheimer's disease, increase the rate of cognitive testing, promote the benefits of early diagnosis, or connect caregivers of persons with dementia to education and resources. Grants are intended to stimulate collaboration, coordination, and strengthen community relationships and partnerships to promote the benefit of physician consultation for all individuals suspected of having a memory or cognitive problem, to promote the benefits of early diagnosis of Alzheimer's disease and other dementias, and to provide informational materials and other resources to caregivers of persons with dementia.

Work is proposed to start August 1, 2018. For more information, or to obtain a copy of the Request for Proposal, contact:

Nancy E. Lee  
Minnesota Board on Aging  
Phone: (651) 431 – 4258  
[nancy.lee@state.mn.us](mailto:nancy.lee@state.mn.us)

This is the only person designated to answer questions by potential responders regarding this request.

Proposals submitted in response to this Request for Proposals must be emailed and received at the above e-mail address with the subject heading: "FY2019 MBA Dementia Grant Response" no later than **4:00 p.m., Central Time, May 11, 2018. Late proposals will not be considered.** Faxed, mailed, or hand delivered proposals **will not** be considered.

The RFP can be viewed by visiting the Minnesota Board on Aging web site:  
<http://mnaging.net/Administrator/DementiaGrants/RFP.aspx>. This request does not obligate the State to complete the work contemplated in this notice. The State reserves the right to cancel this solicitation. All expenses incurred in responding to this notice are solely the responsibility of the responder.

## Minnesota State Colleges and Universities (Minnesota State)

### Career and Technical Education Unit, Workforce Development Division

#### Request for Proposals (RFP) – Notice of Availability of Funds

Minnesota State is authorized to provide, under the auspices of the Carl D. Perkins Career and Technical Education Act of 2006, assistance to **institutions serving individuals with disabilities or offenders to support career and technical education services and activities.** Currently Minnesota State is requesting proposals from institutions that meet the following eligibility:

1. Correctional institutions or agencies (i.e. adult or youth facilities)
2. Organizations that provide direct services to individuals transitioning from state institutions for corrections --including group transitional facilities, community corrections, etc.-- that provide job training and employment services to ex-offenders
3. State institutions or agencies providing direct services to individuals with disabilities



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# State Grants & Loans

4. Other organizations that provide direct services to individuals with disabilities. (e.g. nonprofit, school-affiliated)

This initiative has two primary goals to address persistent disparities among these populations: (1) To provide assistance to institutions which will assist persons through career and technical education services and activities that will upgrade the skills and increase career opportunities in order to increase personal economic self-sufficiency and (2) To assist in the development of career and technical education services and activities, which could be **replicated or adopted** elsewhere in the State.

For FY 2019, funds in the amount of **\$50,000** have been set-aside to further this programmatic objective. Funds made available under the Perkins Act are for providing **supplemental support or seed funding and NOT to supplant** any current funding for programs and services. Funds are awarded on a competitive basis. This request for proposals does not obligate Minnesota State to award a contract all rights are reserved to cancel the solicitation if it is considered to be in the best interest. Any contract executed under this RFP will be dependent upon the amount of funds received from the US Office of Career Technical and Adult Education (OCTAE).

Parties interested in pursuing this grant should refer to the request for proposals and online application. **Grant applications will be accepted through the ONLINE SYSTEM ONLY.** To apply online, go to <https://sites.google.com/site/correctionsrfp/>. The grant term is effective approximately September 1, 2018 through June 30, 2019.

Please contact Eva Scates-Winston at 651-201-1680 regarding any questions. If you experience any technical difficulties with the online application process, please contact Jared Reise at 651-201-1711.

**Applications are due by May 18, 2018** with award notifications anticipated by late-July 2018. Send a signed hard copy of the signature page to:

Eva Scates-Winston  
Minnesota State System Office  
30 Seventh Street East, Suite 350  
Saint Paul, Minnesota 55101

## **Informational Webinar: April 24, 2018 at 10 AM**

Please join this conversation to learn more about the RFP and ask questions. Details on access to the webinar will be posted in the RFP on this site: <https://sites.google.com/site/correctionsrfp/>.

The Minnesota State System Office is an Equal Opportunity employer and educator.

## **Department of Employment and Economic Development (DEED) Notice of Grant Opportunity**

**NOTICE IS HEREBY GIVEN** that the Minnesota Department of Employment and Economic Development (DEED) places notice of any available grant opportunities online at <https://mn.gov/deed/about/contracts/>

# State Contracts

**Informal Solicitations:** Informal solicitations for professional/technical (consultant) contracts valued at over \$5,000 through \$50,000, may either be published in the *State Register* or posted on the Department of Administration, Materials Management Division's (MMD) Web site. Interested vendors are encouraged to monitor the P/T Contract Section of the MMD Website at [www.mmd.admin.state.mn.us](http://www.mmd.admin.state.mn.us) for informal solicitation announcements.

**Formal Solicitations:** Department of Administration procedures require that formal solicitations (announcements for contracts with an estimated value over \$50,000) for professional/technical contracts must be published in the *State Register*. Certain quasi-state agency and Minnesota State College and University institutions are exempt from these requirements.

**Requirements:** There are no statutes or rules requiring contracts to be advertised for any specific length of time, but the Materials Management Division strongly recommends meeting the following requirements: \$0 - \$5,000 does not need to be advertised. Contact the Materials Management Division: (651) 296-2600 \$5,000 - \$25,000 should be advertised in the *State Register* for a period of at least seven calendar days; \$25,000 - \$50,000 should be advertised in the *State Register* for a period of at least 14 calendar days; and anything above \$50,000 should be advertised in the *State Register* for a minimum of at least 21 calendar days.

## Minnesota Department of Agriculture (MDA) Agricultural Marketing and Development Division Notice of Request for Proposals for Forage Market Feasibility Study

**Project Name:** Forage Market Feasibility Study

**Details:** The Minnesota Department of Agriculture (MDA) seeks an organization or firm to prepare a market feasibility study to identify, quantify, and evaluate markets for forage crops grown in Minnesota. The MDA's primary objective is to learn whether there are economically viable opportunities to expand the acreage of vegetative cover, including perennial crops, winter annuals, and cover crops, in areas with highly vulnerable groundwater in Minnesota. The vendor will work within targeted regions: Central Sands, Southeast, and Southwest.

The key deliverable is a market feasibility study that will provide practical recommendations to improve markets and expand acreage of vegetative cover in the near term. The study will focus on familiar perennial forage crops such as alfalfa; winter annuals such as rye and winter wheat; as well as other cover crop systems. It may also consider specialty crops appropriate to the area being studied.

Inclusion of maps, resource guides and other outreach materials that will support further action are preferred. This study will also include a list of barriers to success and recommendations on mitigating or eliminating those barriers.

**Proposal Deadline:** Proposals submitted in response to the Request for Proposals in this advertisement must be received in the offices of the Minnesota Department of Agriculture by mail, email, courier service or hand delivery no later than **2:30 p.m. Central Standard Time on May 7, 2018**. Late proposals will not be considered.

To obtain a copy of the RFP, which describes all requested services, please submit an email request to:

Emily Jerve  
MDA, Marketing Supervisor  
[Emily.Jerve@state.mn.us](mailto:Emily.Jerve@state.mn.us)

This request does not obligate the State to complete the work contemplated in this notice. The State reserves the right to cancel this solicitation. All expenses incurred in responding to this notice are solely the responsibility of the responder.

## Minnesota State Colleges and Universities (Minnesota State)

### Northland Community and Technical College

#### Notice of Request for a Computed Radiographic System for Northland Community & Technical College

**NOTICE IS HEREBY GIVEN** that Northland Community & Technical College Request for Proposal (RFP) for a Digital Radiography System. The vendor selected will provide the necessary equipment and installation services for a complete Digital Radiography System to be located at the East Grand Forks campus of Northland Community and Technical College. To receive a copy of the full RFP, please contact Deb King either by telephone (218) 793-2597 or email at [deb.king@northlandcollege.edu](mailto:deb.king@northlandcollege.edu).

Proposals are due by **5:00 p.m. central time, Monday, April 30th, 2018** and are to be addressed to Shannon Jesme, Northland Community and Technical College, 1101 Highway 1 East, Thief River Falls, MN 56701. Any questions should be directed to Deb King at email [deb.king@northlandcollege.edu](mailto:deb.king@northlandcollege.edu). Late responses will not be considered.

Minnesota State Colleges and Universities is not obligated to complete the proposed project and reserves the right to cancel the solicitation.

## Minnesota State Colleges and Universities (Minnesota State)

### Rochester Community and Technical College

#### Notice of Request for Proposal (RFP) for Aviation Pilot Education

**NOTICE IS HEREBY GIVEN** that Rochester Community and Technical College is accepting Requests for Proposals to provide flight instruction for an Associate of Applied Science Degree in Aviation Pilot Education.

To receive a copy of the RFP, send an e-mail to [june.meitzner@rctc.edu](mailto:june.meitzner@rctc.edu) or fax your request to 507-285-7104.

Proposals are due back no later than **Monday May 7, 2018 3:00 P.M. CDT** and are to be addressed to June Meitzner, Rochester Community and Technical College 851 30th Ave SE Rochester, MN 55904; Room SS153. Late responses will not be considered. Faxes are not acceptable.

Minnesota State is not obligated to complete the proposed project and reserves the right to cancel this solicitation.

## Minnesota State Colleges and Universities (Minnesota State)

### St. Cloud Technical & Community College

#### Formal Request for Proposal Banking Services

Response Due Date and Time: **Tuesday, April 24, 2018 at 2:00 p.m. Central Time**

The complete Request for Proposal will be available on Monday, April 2, 2018 on the website <http://www.sctcc.edu/rfp>.

Title of Project: Banking Services

Geographic Location Requirements: St. Cloud Technical & Community College, 1540 Northway Drive, St. Cloud, MN 56303

# State Contracts

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Responses must be received at the location listed below:

St. Cloud Technical & Community College  
1540 Northway Drive  
St. Cloud, MN 56303  
Susan Meyer, Purchasing Agent, Room 1-401  
Phone: (320) 308-5973  
Fax: (320) 308-5027  
E-mail: [smeyer@sctcc.edu](mailto:smeyer@sctcc.edu)

Contact for questions: Susan Meyer, Phone: (320) 308-5973 e-mail: [smeyer@sctcc.edu](mailto:smeyer@sctcc.edu)

Your response to this Request for Proposal (RFP) must be returned sealed. Sealed responses must be received no later than the due date and time specified above. Late responses cannot be considered and the responses will be rejected.

The laws of Minnesota and MnSCU Board of Trustees policies and procedures apply to this RFP.

All attached General RFP Terms and Conditions, Specifications and Special Terms and Conditions are part of the RFP and will be incorporated into any contract(s) entered into as a result of this RFP.

All responses to this RFP must be prepared as stated herein and properly signed. **Address all correspondence and inquiries regarding this RFP to the Contact person above. This is a request for responses to an RFP and is NOT a purchase order.**

## Minnesota State Colleges and Universities (Minnesota State)

### Winona State University

#### Request for Proposals for New Zealand & Australia Travel Study Program

Notice is hereby given that Winona State University is seeking proposals for **NEW ZEALAND & AUSTRALIA TRAVEL STUDY PROGRAM** entitled "The Business of Adventure". Proposal specifications are available by contacting Laura Mann, Purchasing Director, PO Box 5838, 106 Somsen Hall, Winona, MN 55987 or via email to [lmann@winona.edu](mailto:lmann@winona.edu).

Sealed proposals must be received by Laura Mann, Purchasing Director, at Winona State University, PO Box 5838 or 175 West Mark Street, Business Office, Somsen Hall 106, Winona, MN 55987, by **Wednesday, May 2, 2018 at 3:00 pm CST**.

Winona State University reserves the right to reject any or all proposals and to waive any irregularities or informalities in proposals received.

## Department of Commerce

### Notice of Availability of Contract for Administering License Examinations

The Minnesota Department of Commerce is requesting proposals for the purpose of contracting with a vendor to develop and administer Insurance, Real Estate, and Appraiser license examinations.

Work is proposed to start July 1, 2018, if a vendor is selected that does not currently possess a bank of license examination questions. Work is proposed to start January 1, 2019, if a vendor is selected that currently possesses a bank of license examination questions required by this RFP.

A Request for Proposals will be available through April 30, 2018.

To obtain a copy of the Request for Proposals, you may either:

- send a request via email to Peter Bratsch at: [peter.bratsch@state.mn.us](mailto:peter.bratsch@state.mn.us), or
- visit <https://mn.gov/commerce/industries/rfp/>, provide your name and email address, and download the RFP.

Other Department personnel are NOT allowed to discuss the Request for Proposals with interested parties, including responders.

Proposals submitted in response to this Request for Proposals must be received at the address above no later than **4:00 p.m., Central Time, April 30, 2018. Late proposals will not be considered.** Proposals submitted by fax or e-mail will **not** be considered.

This request does not obligate the State to complete the work contemplated in this notice. The State reserves the right to cancel this solicitation. All expenses incurred in responding to this notice are solely the responsibility of the responder.

## Department of Health

### Notice of Contract Opportunity for BioWatch Program Field Operations Support

**PROJECT NAME:** BioWatch Program Field Operations Support

**DETAILS:** The Minnesota Department of Health (MDH) is requesting proposals for the purpose of selecting a qualified contractor responsible for the implementation of BioWatch field operations support. This work includes daily filter holder installation and collection, sample tracking and transport, calibration and maintenance of sampling equipment, quality assurance and quality control testing, staff training, and other BioWatch associated tasks as required and as outlined in the request for proposal (RFP).

**START DATE:** Work is anticipated to start on July 1, 2018.

**COPY REQUEST:** To get a copy of the RFP, please send a written request, by email, to:

Bret Schothorst, BioWatch Field Operations Coordinator  
Minnesota Department of Health  
*[Bret.Schothorst@state.mn.us](mailto:Bret.Schothorst@state.mn.us)*

**PROPOSAL DEADLINE:** Proposals submitted in response to the RFP in this advertisement must be hand-delivered to MDH's offices on or before **3:00 p.m., Central Time, April 27, 2018.** It is the responder's responsibility to allow sufficient time to address potential delays. Sole responsibility rests with the responder to ensure that their proposal is received and time-stamped on or before the submission deadline. **Late proposals will not be considered.**

**PROPOSAL DELIVERY:** Use the following delivery address and contact the individual listed below by phone upon your arrival in the first floor lobby of the Freeman Building in order to time-stamp your proposal. **Mail, fax, and email responses will not be accepted or considered:**

Attn: Bret Schothorst, BioWatch Field Operations Coordinator  
Minnesota Department of Health  
Orville L. Freeman Building  
625 Robert Street N  
St. Paul, MN 55164-0899  
651-201-5580 (office)  
651-308-3123 (cell)

This request does not obligate the State to complete the work contemplated in this notice. The State reserves the right to cancel this solicitation. All expenses incurred in responding to this notice are solely the responsibility of the responder.

# State Contracts

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## Department of Military Affairs

Facilities Management Office, Camp Ripley, Little Falls, MN

### Request for Proposals for Electrical Engineering Services for Medium Voltage Switches at Camp Ripley, Little Falls, MN (Project No. 18113)

The State of Minnesota, Department of Military Affairs, is soliciting proposals from interested, qualified consultants for electrical engineering design services for the above referenced project.

**COPY REQUEST:** To request a copy of the Request for Proposals (RFP), please send a written request, by email, to:

Ms. Jill Schultz  
Contract Specialist  
Facilities Management Office  
Camp Ripley  
15000 Highway 115  
Little Falls, MN 56345-4173  
*jill.l.schultz5.nfg@mail.mil*

RFP responses must be received by the Department of Military Affairs, Attn: Ms. Jill Schultz, Facilities Management Office, Camp Ripley, 15000 Highway 115, Little Falls, Minnesota 56345-4173 no later than **3:00 p.m. Central Time on May 2, 2018. Late responses will not be considered. Fax and email responses to this RFP will not be accepted or considered.**

A project site tour may be scheduled by contacting Mr. Russ Ekholm at 320.616.6073 or *russell.a.ekholm@mail.mil*.

The Department of Military Affairs is not obligated to complete the work contemplated in this notice and reserves the right to cancel the solicitation if it is considered to be in its best interest. All expenses incurred in responding to this notice are solely the responsibility of the responder.

## Minnesota Department of Transportation (MnDOT)

### Engineering Services Division

#### Notices Regarding Professional/Technical (P/T) Contracting

**P/T Contracting Opportunities:** MnDOT is now placing additional public notices for P/T contract opportunities on the MnDOT's Consultant Services website. New public notices may be added to the website on a daily basis and be available for the time period as indicated within the public notice.

**Taxpayers' Transportation Accountability Act (TTAA) Notices:** MnDOT is posting notices as required by the TTAA on the MnDOT Consultant Services website.

**MnDOT's Prequalification Program:** MnDOT maintains a Pre-Qualification Program in order to streamline the process of contracting for highway related P/T services. Program information, application requirements, application forms and contact information can be found on MnDOT's Consultant Services website. Applications may be submitted at any time for this Program.

**MnDOT Consultant Services website:** *www.dot.state.mn.us/consult*

If you have any questions regarding this notice, or are having problems viewing the information on the Consultant Services website, please call the Consultant Services Help Line at 651-366-4611, Monday – Friday, 9:00am – 4:00pm.

# Non-State Public Bids, Contracts & Grants

The State Register also serves as a central marketplace for contracts let out on bid by the public sector. The *State Register* meets state and federal guidelines for statewide circulation of public notices. Any tax-supported institution or government jurisdiction may advertise contracts and requests for proposals from the private sector. It is recommended that contracts and RFPs include the following: 1) name of contact person; 2) institution name, address, and telephone number; 3) brief description of commodity, project or tasks; 4) cost estimate; and 5) final submission date of completed contract proposal. Allow at least three weeks from publication date (four weeks from the date article is submitted for publication). Surveys show that subscribers are interested in hearing about contracts for estimates as low as \$1,000. Contact editor for further details.

Besides the following listing, readers are advised to check: <http://www.mmd.admin.state.mn.us/solicitations.htm> as well as the Office of Grants Management (OGM) at: <http://www.grants.state.mn.us/public/>.

## MacDonald & Mack Architects

### Request for Bids for Christ Church Lutheran Roof Restoration, 3244 34th Avenue South, Minneapolis, MN 55406

MacDonald & Mack Architects is seeking bids from qualified firms to provide all labor, materials, equipment, and supplies to complete roof repairs at Christ Church Lutheran, 3244 34th Avenue South, Minneapolis, MN 55406-3493. The work consists of, but is not limited to, replacement of existing roofing, insulation, and flashing on the Sanctuary and Courtyard. All work must be done in accordance with the Drawings, Project Manual, and the Contract, as well as this Request for Bids.

**Availability of Bidding Documents:** Bidders desiring bidding documents may secure a complete set from the Franz Reprographics Public Plan Room, available via <http://www.franzrepro.com/>. Sets will be available there for electronic download free of charge. Franz Reprographics is located at 2781 Freeway Boulevard, Suite 100; Brooklyn Center, MN 55430; phone: (763) 503-3401; fax: (763) 503-3409.

Documents will be available after **April 8, 2018**.

There will be a mandatory pre-bid meeting for all interested parties on **Tuesday, April 17, 2018 at 9 am**, at the site. The meeting shall take place at Christ Church Lutheran located at 3244 34th Avenue South, Minneapolis, MN 55406.

Questions may be directed to Angela Wolf Scott at MacDonald & Mack Architects; phone: (612) 341-4051; email: [AngelaWS@mmarchltd.com](mailto:AngelaWS@mmarchltd.com).

All bids must be received by MacDonald & Mack Architects, Suite 712, 400 South Fourth Street, Minneapolis, MN 55415 no later than **2:00 pm Wednesday, May 18, 2018**. Proposals will be opened privately and evaluated based on all aspects of the proposal.

# Non-State Public Bids, Contracts & Grants ==

## Metropolitan Airports Commission (MAC)

### Notice of Call for Bids for 2018 IT Miscellaneous Modifications – Fiber Upgrade

**Project Location:** Minneapolis-St. Paul International Airport  
**Project Name:** 2018 IT Miscellaneous Modifications – Fiber Upgrade  
**MAC Contract No.** 106-2-872  
**Bids Close At:** 2:00 PM on April 17, 2018

**Notice to Contractors:** Sealed bid proposals for the project listed above will be received by the MAC, a public corporation, at the office thereof located at 6040-28th Avenue South, Minneapolis, Minnesota 55450, until the date and hour indicated. This project provides for the upgrade/maintenance of MAC IT fiber infrastructure, specifically, the fiber cabling network and the air blown fiber (ABF) tube cable infrastructure at various locations throughout the campus. Construct a duct bank near Concourse B in order to repair damaged infrastructure.

**Note:** You can sign up on our Web site ([www.metroairports.org](http://www.metroairports.org)) to receive email notifications of new business opportunities or go directly to [https://public.govdelivery.com/accounts/MNORGMAC/subscriber/topics?gsp-CODE\\_RED](https://public.govdelivery.com/accounts/MNORGMAC/subscriber/topics?gsp-CODE_RED) and choose this and other topics about which you are interested.

**Targeted Group Businesses (TGB):** The goal of the MAC for the utilization of TGB on this project is 2%.

**Bid Security:** Each bid shall be accompanied by a "Bid Security" in the form of a certified check made payable to the MAC in the amount of not less than five percent (5%) of the total bid, or a surety bond in the same amount, running to the MAC, with the surety company thereon duly authorized to do business in the State of Minnesota.

**Availability of Bidding Documents:** Bidding documents are on file for inspection at the office of TKDA, the Minnesota Builders Exchange, Dodge Data and Analytics, and NAMC-UM Plan Room. Bidders desiring bidding documents may secure a complete set from: TKDA; 444 Cedar Street, Suite 1500; St. Paul, MN 55101; PH: (651) 292-4400; FX: (651) 292-0083. Make checks payable to: TKDA. Deposit per set (refundable): \$100.00. Requests for mailing sets will be invoiced for mailing charges. Deposit will be refunded upon return of bidding documents in good condition within 10 days of opening of bids.

**MAC Internet Access of Additional Information:** A comprehensive Notice of Call for Bids for this project will be available on April 2, 2018, at MAC's web address of <http://www.metroairports.org/Airport-Authority/Business-Opportunities/Solicitations.aspx> (construction bids).

## Metropolitan Airports Commission (MAC)

### Notice of Call for Bids for 2018 Fire Alarm System Transition (P4)

**Airport Location:** Minneapolis-St. Paul International Airport  
**Project Name:** 2018 Fire Alarm System Transition (P4)  
**MAC Contract No.:** 106-3-575  
**Bids Close At:** 2:00 p.m. Tuesday, April 17, 2018

**Notice to Contractors:** Sealed Bid Proposals for the project listed above will be received by the MAC, a public corporation, at the office thereof located at 6040-28th Avenue South, Minneapolis, Minnesota 55450, until the date and hour indicated. The scope includes interior and exterior work to improve reliability, redundancy, and resiliency of the fire alarm equipment, monitoring, and response functions at MSP.

**Note:** You can sign up on our Web site ([www.metroairports.org](http://www.metroairports.org)) to receive email notifications of new business opportunities or go directly to [https://public.govdelivery.com/accounts/MNORGMAC/subscriber/topics?gsp-CODE\\_RED](https://public.govdelivery.com/accounts/MNORGMAC/subscriber/topics?gsp-CODE_RED) and choose this and other topics about which you are interested.



# — Non-State Public Bids, Contracts & Grants

**Targeted Group Businesses (TGB):** The goal of the MAC for the utilization of Targeted Group Businesses on this project is 3%.

**Bid Security:** Each bid shall be accompanied by a "Bid Security" in the form of a certified check made payable to the MAC in the amount of not less than five percent (5%) of the total bid, or a surety bond in the same amount, running to the MAC, with the surety company thereon duly authorized to do business in the State of Minnesota.

**Availability of Bidding Documents:** Bidding documents are on file for inspection at the office of Michaud Cooley Erickson; at the Minnesota Builders Exchange; Dodge Data and Analytics; and NAMC-UM Plan Room. Bidders desiring bidding documents may secure a complete set from: Franz Reprographics; 2781 Freeway Boulevard, Suite 100; Brooklyn Park, MN 55430; PH: 763-503-3401; FX: 763-503-3409. Make checks payable to: Michaud Cooley Erickson. Deposit per set (refundable): \$150. Requests for mailing sets will be invoiced for mailing charges. Deposit will be refunded upon return of bidding documents in good condition within 10 days of opening of bids.

**MAC Internet Access of Additional Information:** A comprehensive Notice of Call for Bids for this project will be available on April 2, 2018, at MAC's web address of <http://www.metroairports.org/Airport-Authority/Business-Opportunities/Solicitations.aspx> (construction bids).

## Metropolitan Airports Commission (MAC) Notice of Call for Bids for 2018 Landside Pavement Rehabilitation

**Airport Location:** Minneapolis-St. Paul International Airport  
**Project Name:** 2018 Landside Pavement Rehabilitation  
**MAC Contract No.:** 106-3-581  
**Bids Close At:** 2:00 p.m., April 17, 2018

**Notice to Contractors:** Sealed Bid Proposals for the project listed above will be received by the MAC, a public corporation, at the office thereof located at 6040-28th Avenue South, Minneapolis, Minnesota 55450, until the date and hour indicated. This project provides for asphalt roadway rehabilitation at Minneapolis-St. Paul International Airport.

**Note:** You can sign up on our Web site ([www.metroairports.org](http://www.metroairports.org)) to receive email notifications of new business opportunities or go directly to [https://public.govdelivery.com/accounts/MNORGMAC/subscriber/topics?gsp-CODE\\_RED](https://public.govdelivery.com/accounts/MNORGMAC/subscriber/topics?gsp-CODE_RED) and choose this and other topics about which you are interested.

**Targeted Group Businesses (TGB):** The goal of the MAC for the utilization of Targeted Group Businesses on this project is 2%.

**Bid Security:** Each bid shall be accompanied by a "Bid Security" in the form of a certified check made payable to the MAC in the amount of not less than five percent (5%) of the total bid, or a surety bond in the same amount, running to the MAC, with the surety company thereon duly authorized to do business in the State of Minnesota.

**Availability of Bidding Documents:** Bidding documents are on file for inspection at the office of Kimley-Horn and Associates, Inc., 2550 University Avenue West, Suite 238N, St. Paul, Minnesota, 55401; at the Minnesota Builders Exchange; Dodge Data and Analytics; and NAMC-UM Plan Room. Bidders desiring bidding documents may secure a complete digital set at <http://www.questcdn.com>. Bidders may download the complete set of digital bidding documents for \$50.00 by entering eBidDoc™ #5632302 in the "Search Projects" page. Contact Quest Construction Data Network at (952) 233-1632 or [info@questcdn.com](mailto:info@questcdn.com) for assistance. Hard copy drawings and specifications will not be made available to Bidders.

**MAC Internet Access of Additional Information:** A comprehensive Notice of Call for Bids for this project will be available on April 2, 2018, at MAC's web address of <http://www.metroairports.org/Airport-Authority/Business-Opportunities/Solicitations.aspx> (construction bids).

# Minnesota's Bookstore

## Several convenient ways to order:

- **Retail store** Open 8 a.m. - 3 p.m. Monday - Friday, 660 Olive Street, St. Paul
- **Phone** (credit cards): 8 a.m. - 4 p.m. Monday - Friday, 651.297.3000 (Twin Cities) or 1.800.657.3757 (nationwide toll-free)

- **On-line orders:** www.mnbookstore.com
- **Minnesota Relay Service:** 711
- **Fax** (credit cards): 651.215.5733 (fax line available 24 hours)
- **Mail orders:** Orders can be sent to Minnesota's Bookstore, 660 Olive Street, St. Paul, MN 55155

**Minnesota's Bookstore accepts VISA, MasterCard, American Express & Discover for all purchases.**

**PREPAYMENT REQUIRED.** *Prices and availability subject to change.* **Fax and phone orders** require credit card.

Please allow 1-2 weeks for delivery. For **mail orders**, complete order blank and send to address above.

Enclose payment - for security reasons, we do not recommend mailing credit card information.

Please allow 2-3 weeks for delivery.

Please make checks payable to "Minnesota's Bookstore."

A \$20.00 fee will be charged for returned checks.

Stock No.	Title	Quantity	Unit Price	Total

Send my order to:

Company:		
Name:		
Street Address: <small>(Not deliverable to P.O. boxes)</small>		
City:	State:	Zip:
Daytime phone: (     ) <small>(In case we have a question about your order - please include area code)</small>		

**For security reasons, we recommend that you call to place a credit card order.**

Credit card number:	
Expiration date:	3- or 4- digit security code: <small>(found on back of card)</small>
Signature:	

### Shipping Charges

<i>If Product</i>	<i>Please Add:</i>
<b>Subtotal is:</b>	
Up to \$15.00	\$ 5.00
\$15.01-\$25.00	\$ 6.00
\$25.01-\$50.00	\$ 9.00
\$50.01-\$100.00	\$ 14.00
\$100.01-\$500.00	\$ 17.00
\$500.01-\$1,000	\$ 22.00*
<small>*\$22 to an address in MN, WI, SD, ND, IA.</small>	
<small>If delivered to an address in other states, Canada or internationally, we will contact you if there are additional charges.</small>	
More than \$1,000 Call	

**Product Subtotal** \_\_\_\_\_

**Shipping** \_\_\_\_\_  
*(see chart at left)*

**Subtotal** \_\_\_\_\_

**Sales tax** \_\_\_\_\_  
*(6.875% sales tax if shipped to MN address, 7.625% if shipped to St. Paul address, 7.125% MN transit tax or other local sales tax if applicable)*

**TOTAL** \_\_\_\_\_

**If tax exempt, please provide ES number or completed exemption form.**

ES# \_\_\_\_\_

**Email me about new publications, special offers or related products:** \_\_\_\_\_